

The EQUITY Project

strengthening equitable access to quality health services for all South Africans



Primary Health Care Services

by level of delivery

*a checklist for achieving
an integrated service*

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a checklist for achieving an integrated service

This checklist of Primary Health Services was assembled by the EQUITY Project after both many informal discussions and formal reviews in different districts and with different members of provincial and local authority staff. The contributions of all these health workers in the five regions of the Eastern Cape is acknowledged. In particular, a workshop in Region D with regional and district staff was instrumental in the development of the checklist.

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- 27 Mobile Point or Satellite Clinic
- 41 Clinic
- 56 Community Health Centre and Day Hospitals
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+ Delivery

- 16 Community Level
- 28 Mobile Point or Satellite Clinic
- 43 Clinic
- 57 Community Health Centre and Day Hospitals
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+ Infancy

- 16 Community Level
- 28 Mobile Point or Satellite Clinic
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- 58 Community Health Centre and Day Hospitals
- 73 Sub District and District Community Hospital Services

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- 59 Community Health Centre and Day Hospitals
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- 46 Clinic
- 60 Community Health Centre and Day Hospitals
- 75 Sub District and Community Hospital Services

+ Adult

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1 . INTRODUCTION

The need for a Core Package of Primary Health Care (PHC) Services has been felt by many health workers at different administrative levels and in different provinces. In the Eastern Cape Province, the National Department of Health with the University of the Witwatersrand Centre for Health Policy produced and discussed “A Core Package of PHC Services”. The same Centre previously published “Confronting Need and Affordability Guidelines for Primary Health Care Services in South Africa” in 1996. Two other publications from the Centre: “Estimations of Resources for the Delivery of the PHC Package Costs, Staff and Finances”, published in 1997, and “An Essential Hospital Package for South Africa selection criteria, costs and affordability”, published in 1998, also looked at the costs of packages.

In spite of these detailed publications, the Eastern Cape Province still expressed the need to develop a package which provides a comprehensive, integrated approach. This checklist is designed to eliminate or minimize the promotive/preventive curative divide between former provincial services and local government services. It integrates many vertical services delivered by staff previously dedicated to providing single services with restrictions imposed by their job descriptions and by drug prescribing regulations. The package needed is one which can be used at any of the levels of care within a district and serves to unite the different service levels into one seamless continuance of care for all the population of the district.

The aims of the Eastern Cape Province PHC package are to:

- +** Provide a checklist for determining the services, staff facilities, equipment and drugs existing and needed at health care points
- +** Indicate PHC policy on services that should be available at each level of facility for all the members of a community
- +** Form a framework for setting of standards of care
- +** Facilitate implementation and operationalisation of the services designed for different levels of delivery within a district
- +** Enable districts to develop a time frame in which to plan completing their packages at different levels
- +** Stimulate continued development of PHC in the province to ensure that all age and sex groups of the population can benefit from fully functional health facilities providing comprehensive, accessible, high-quality PHC services

This document describes PHC in terms of specific needs of individuals and does not just describe service programmes. It is orientated to cover all life stages in sequence: pregnancy, delivery, infants under one, preschool age, school age, adolescence, adults, and the elderly. The problems at these life stages and the services required differ. This approach, however, enables a health unit to consider all the individuals in the population in its catchment area and to have better integration of the various components of a comprehensive package.

The levels of service covered are Community, Mobile Point, Clinic, Health Centre and District Community Hospital. Basic essential equipment, drugs, supplies, facilities and staff are listed to define a fully functional health unit. The sequence of levels of service also helps to define the need for referral between these levels.

This package, when used as a checklist, is provided to each health unit to complete a self-assessment of their own capacity and to provide the services for each life stage. It has also been used at district or regional level for groups of supervisors and managers to work through and determine what is not available in their clinics and consequently which services cannot now be provided. The three columns: “done now”, “introduce now” and “introduce in 2-5 years time” allows supervisors to see what needs to be done and when, to achieve a fully functional health unit. This allows for the development of a district operational plan based on this assessment.

2 . THE COMMUNITY LEVEL OF PRIMARY HEALTH CARE

INTRODUCTION

The community always has its own resource persons who are the repositories of wisdom accumulated from generations of experience in the community's particular biological, physical and socio-cultural environment. These might be traditional healers, traditional birth attendants, religious leaders, retired health workers, or elders.

There are often community-based organizations working in health related fields - women's groups, youth groups, or pre-school groups, for example. Non-governmental organizations are often more numerous in towns and they can provide support in broad fields such as development, or can be working in specific health fields such as tuberculosis (TB), cancer, or disability.

The public health services might be linked to communities through Community Health Workers either truly community-based or clinic-based. Though called by many names, they are of the community, and work in the community which they know, and which knows them and their role. In many communities local health services have staff members who provide services in the community and for families; examples include Environmental Health Officers, community-oriented nurses, nutritionists, physiotherapists, and school nurses. The degree to which staff of clinics or health centers can take part in community health activities often depends on the availability of transport.

Outreach can be on foot for home visits nearby or can be by vehicle to areas on the periphery of the clinic catchment area.

The degree to which a community is taking responsibility for its own health is very important but is difficult to assess. Services are provided, supervised, initiated and supported by many agencies and sectors. Non-governmental and community-based organizations, private companies and institutions all play their part, in addition to national, provincial and local government sectors such as health, education, social welfare, water, agriculture, works and information. Within communities, the care provided by families and the personal behaviour of individuals, especially mothers, are even more important and are much influenced by the community's social environment. For most families, “mother is the basic health worker”!

The community level checklist has been designed to be used by health and welfare workers (nurses, Environmental Health Officers and Community Health Workers, social workers) to assess what is available and which agency provides it. The gaps and what is not available for a community are even more important to record - with comments, reasons, and plans to improve.

The community services checklist has also been adapted for use as a tool for community health committees to enlarge their vision of activities which they can support or initiate.

The following list of items are needed to make the suggested activities possible in a community. They might be provided by the clinic in whose catchment area the community falls, or they might be provided by non-governmental organizations or community members.

EQUIPMENT AND SUPPLIES

	✓ AVAILABLE NOW	✓ ACTION NEEDED	FUTURE NOTES
Referral forms for Community Health Workers (CHW) and Traditional Healers	<input type="radio"/>	<input type="checkbox"/>
Report forms for births and deaths	<input type="radio"/>	<input type="checkbox"/>
Survey forms for CHW for immunization, breast feeding and antenatal attendance	<input type="radio"/>	<input type="checkbox"/>
Checklists for Environmental Health Officers school visit	<input type="radio"/>	<input type="checkbox"/>
Posters on smoking, alcohol, drugs, safe sex, mental health, DOTS, paraffin	<input type="radio"/>	<input type="checkbox"/>
Health education pamphlets on pregnancy, breast feeding, STD/HIV, acute flaccid paralysis, immunization, neonatal tetanus, diet for women, genetic defects	<input type="radio"/>	<input type="checkbox"/>
Notice board on clinic times, activities	<input type="radio"/>	<input type="checkbox"/>
Biscuits with micronutrients for preschools	<input type="radio"/>	<input type="checkbox"/>
Menus & recipes for packed lunches for school children	<input type="radio"/>	<input type="checkbox"/>

	✓ AVAILABLE NOW	✓ ACTION NEEDED	FUTURE NOTES
Cooking utensils for women's groups	<input type="radio"/>	<input type="checkbox"/>
Sports guides for schools	<input type="radio"/>	<input type="checkbox"/>
Life skills materials for schools	<input type="radio"/>	<input type="checkbox"/>
Condoms & contraceptives for community-based distribution	<input type="radio"/>	<input type="checkbox"/>
Tape measures for nutritional surveys	<input type="radio"/>	<input type="checkbox"/>
Adult scale	<input type="radio"/>	<input type="checkbox"/>
Child scales (hanging)	<input type="radio"/>	<input type="checkbox"/>
Child growth charts	<input type="radio"/>	<input type="checkbox"/>
Guidelines on home care for AIDS	<input type="radio"/>	<input type="checkbox"/>
Tools & supplies for making or repairing community-based rehabilitation aids	<input type="radio"/>	<input type="checkbox"/>

HEALTH WORKER ACTIVITIES IN COMMUNITY

+ NURSE VISITS TO SCHOOLS

- Nurses visiting schools should spend time on teachers education to:
 - (1) promote personal hygiene of pupils - washing hands, cleaning teeth, educating children about dangers of smoking, drugs and alcohol;
 - (2) ensure that the life-style, sexuality education syllabus is being carried out in all classes and assisting teacher or peer educators with any problems;
 - (3) check and refer as appropriate any health problems identified or suspected in pupils by the teacher.
- Where possible nurses should make joint visits with the Environmental Health Officer to check buildings, toilets, water supply, kitchens and cooking facilities, if any.
- Nurses should discuss school feeding programmes with parents, teachers and pupils – emphasizing energy-dense meals and sources of Vitamins A, C, iron, and use of iodised salt.
- For teenage girls and with female teachers, the nurse could have open discussion on sexual harassment and its prevention and control.
- Discussions on sexuality and reproduction with groups of males and females.

+ NURSE VISITS TO COMMUNITY

- A community register should be kept on:
 - (1) TB patients receiving DOTS in community. They should be visited to assure compliance and referral to clinic for checks of all under 6-year-old contacts and adult contacts with symptoms. TB treatment supporters should also be listed.
 - (2) Psychiatric patients returned after hospitalization and continuing on treatment.
 - (3) Any other patients with chronic conditions requiring continuing care - especially among those who are too frail to attend the clinic.
 - (4) Pregnant women and newborns to assure continuity of care and through the earliest years of life.
- Home visits to AIDS patients if requested by patient and family.
- Discussion with village management committee on setting up a system for emergencies, such as phone calls for ambulance to clinic or hospital, a pool of cars and drivers prepared to take patients to hospital.
- Visits to disabled to check on rehabilitation and to arrange care from physiotherapist, optician, etc.
- Register of chronic diseases to be checked for patients who default from collecting their drugs (hypertensive, diabetes, cardiac, asthma).
- Establish and resupply community-based distribution of contraceptives and condoms.
- Assistance with community-based growth monitoring.
- Follow-up of infants who have not appeared at correct dates of EPI.

+ ENVIRONMENTAL HEALTH WORKERS

Environmental health workers have an important role to assess potential problems and arrange for corrective action. They often:

- Take part in community surveys with other health workers from other sectors, eg, for schistosomiasis in endemic areas.
- Arrange for improvement of sports facilities: safe from accidents, broken glass, better changing and toilet facilities etc, and hold discussion with youth on lifestyle problems.
- Provide guidance on home toilet construction, repair and maintenance.
- Visit prisons and remind homes to check environment.
- Visit factories, bus-stations, hotels, and bars to ensure freedom from health hazards and supply of condoms.
- Check water supplies and take samples for testing.
- Check on disposal of waste and waste water.
- Visit preschools and schools with nurse to check environment.
- Check on food hygiene and slaughtering.
- Discuss the problem of roaming pigs and dangers of cysticercosis.

+ COMMUNITY HEALTH WORKERS (CHW)

If there are CHW (volunteers or paid) they could undertake some of the following activities listed in the checklist:

- Refer pregnant women to the clinic for antenatal care.
- Inform clinic about women who gave birth at home.
- Inform the clinic about all deaths and assisting in obtaining information about the circumstances.
- Educate women about complications in pregnancy and their early signs (bleeding, headaches, swelling of hands and feet, pallor of tongue and hands) and letting them know of urgent need to go to a health unit (preferably health centre or hospital if clinic has no transport) and give them a referral letter.
- Educating women on need for more rest in pregnancy and improved diet.
- Teaching traditional birth attendants (TBA) and women's groups about the dangers of infection during child birth and the need for tetanus toxoid, the need for clean hands and surfaces, water, and an instrument for cutting the cord in a home delivery. In particular, teach about early referral for complications of pregnancy and for ensuring availability of transport in case of need.
- CHWs can teach men about rapid referral for a pregnant woman who bleeds.
- Arrange mobilization of infants and children for immunization days.
- Advise mothers to seek clinic assistance for children who are not reaching milestone in physical activity, speech, play. Providing handout in milestones.

- Work with mothers to establish community-based growth monitoring and promotion with supply of cards, a scale, and periodic visits from clinic nurse. In these sessions, there could be education on promotion of breast feeding, appropriate complementary foods for infants 6 months and older, vitamin and mineral rich foods, as well as oral rehydration in diarrhoea, and on early recognition of serious lower respiratory infection and need for clinic attendance.
- Provide Directly Observed Treatment Short-course (DOTS) for TB patients and support them in receiving treatment regularly until cured.
- Refer contacts of TB patients to the clinic for a check-up.

COMMUNITY-BASED SERVICES BY LIFE STAGES

+ PREGNANT WOMAN	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Health education on antenatal care for women indicating key signs of complications (headache, bleeding) on breast feeding, good maternal diet and need for iron and folate	<input type="radio"/>	<input type="checkbox"/>
CHW and traditional healers referring pregnant women – make list and report to clinic	<input type="radio"/>	<input type="checkbox"/>
Community arrangements for emergency transport of obstetrics cases	<input type="radio"/>	<input type="checkbox"/>

+ DELIVERY✓ DONE
NOW✓ ACTION
NEEDED

FUTURE NOTES

Chiefs/TBA/CHW/mothers reporting births at home to the nearest health facility

☐☐

.....

Postnatal home visit by clinic nurse for those delivered at home

☐☐

.....

Training for TBA in clean delivery and referral

☐☐

.....

Community support group for breast feeding

☐☐

.....

Reporting perinatal deaths and miscarriage to clinic

☐☐

.....

Recognition and referral of genetic defects

☐☐

.....

+ INFANCY✓ DONE
NOW✓ ACTION
NEEDED

FUTURE NOTES

EPI campaign days in the community (with notices in prominent places eg shops, churches)

☐☐

.....

Surveys (nutrition, immunization, disability) done with community participation

☐☐

.....

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Community awareness about acute flaccid paralysis, measles and neonatal tetanus, and need for reporting	<input type="radio"/>	<input type="checkbox"/>
Home visits by nurse for low birth weight and twins	<input type="radio"/>	<input type="checkbox"/>
Orphans care and fostering AIDS families	<input type="radio"/>	<input type="checkbox"/>
Community-based care and training of mothers and family with disabled children	<input type="radio"/>	<input type="checkbox"/>
Monthly CHW growth monitoring promotion and counselling of infants and preschoolers	<input type="radio"/>	<input type="checkbox"/>

+ PRESCHOOL AGE

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Parent committees for preschools and inspection of preschools with Environmental Health Officer & or nurse	<input type="radio"/>	<input type="checkbox"/>
Community feeding projects in preschools	<input type="radio"/>	<input type="checkbox"/>
EPI days for measles & polio check/booster	<input type="radio"/>	<input type="checkbox"/>
Community-based rehabilitation of disabled children	<input type="radio"/>	<input type="checkbox"/>

+ SCHOOL AGE

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
School lunch/packed lunch	<input type="radio"/>	<input type="checkbox"/>
School inspections by school nurses and Environmental Health Officer with parent committee	<input type="radio"/>	<input type="checkbox"/>
School nurse weighs and measures heights of children and discussion with parents	<input type="radio"/>	<input type="checkbox"/>
Teacher education on health - specific topics	<input type="radio"/>	<input type="checkbox"/>
Environmental Health Officer checks of building and grounds	<input type="radio"/>	<input type="checkbox"/>
Community sports facilities and coaching	<input type="radio"/>	<input type="checkbox"/>
Street children shelter and training	<input type="radio"/>	<input type="checkbox"/>
Parent/teacher meetings to improve parental support and responsibility	<input type="radio"/>	<input type="checkbox"/>
Introduction of life-skills teaching in schools	<input type="radio"/>	<input type="checkbox"/>

+ ADOLESCENT

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
"Guardians" for harassed adolescent girls	<input type="radio"/>	<input type="checkbox"/>
Peer group educators for schools & out of school youth	<input type="radio"/>	<input type="checkbox"/>
Contraceptive/condom supply in community	<input type="radio"/>	<input type="checkbox"/>
Youth group activities for recreation and health	<input type="radio"/>	<input type="checkbox"/>
Health education on smoking, alcohol, drugs, safe sex	<input type="radio"/>	<input type="checkbox"/>
Adolescent nutrition guidance for girls and treatment of anaemia	<input type="radio"/>	<input type="checkbox"/>
Environmental Health Officer checks on safety of sports facilities	<input type="radio"/>	<input type="checkbox"/>
Youth mental health programme	<input type="radio"/>	<input type="checkbox"/>

+ ADULT

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE PLANS
Surveys on health with involvement in community	<input type="radio"/>	<input type="checkbox"/>
Participative investigation of outbreaks of disease (eg dysentery, rabies)	<input type="radio"/>	<input type="checkbox"/>
Dispute/violence Committee	<input type="radio"/>	<input type="checkbox"/>
Community assistance in early diagnosis TB	<input type="radio"/>	<input type="checkbox"/>
DOTS in community with trained supporters	<input type="radio"/>	<input type="checkbox"/>
Occupational situations monitored: factories/workshops, bus/taxi ranks, bars/hotels	<input type="radio"/>	<input type="checkbox"/>
Community identification of occupational risk/accident areas/environmental threat such as drugs, waste water	<input type="radio"/>	<input type="checkbox"/>
Health education/promotion in and with community; priorities: TB and HIV/AIDS/STD & condom use	<input type="radio"/>	<input type="checkbox"/>
Home visits to: mentally ill, epileptic, disabled persons	<input type="radio"/>	<input type="checkbox"/>
AIDS care and counselling, including orphans	<input type="radio"/>	<input type="checkbox"/>
Emergency care arrangements for transport in community for violence/injury, obstetrics	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE PLANS
Environmental Health Officer checks on community water supplies and availability to families and on toilets and drains, village/area sanitation and disposal of rubbish, food hygiene and slaughtering	<input type="radio"/>	<input type="checkbox"/>
Environmental Health Officer participation in community planning eg, water supply and latrines	<input type="radio"/>	<input type="checkbox"/>
Mental health forum and reduction of stigma of mental illness and epilepsy	<input type="radio"/>	<input type="checkbox"/>
Reintegration of mentally ill after hospital, nurses check on progress	<input type="radio"/>	<input type="checkbox"/>

+ ELDERLY

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Home visits for AIDS, hypertension, diabetes, chronic obstructive respiratory disease, asthma, mental illness with social worker/nurse	<input type="radio"/>	<input type="checkbox"/>
Soup kitchens for elderly and unemployed	<input type="radio"/>	<input type="checkbox"/>
Community volunteers for care of elderly, terminal care in community	<input type="radio"/>	<input type="checkbox"/>

3 . MOBILE POINT OR “SATELLITE CLINIC”

INTRODUCTION

A team from a Clinic, Health Centre, Hospital or District Council service might have a tour route of visiting points every week, two weeks or month. They might have a standard vehicle or a specially designed and fitted mobile clinic. The “point” is usually a place where there is a fixed population or where people (eg, from neighbouring farms) can gather. A “satellite clinic” is usually held in a building made available for being visited periodically but which was not designed as a clinic. (Some areas define a satellite clinic as one staffed from a hospital and perhaps operating daily or only on certain days with visiting staff). Whatever the administration certain basic equipment, drugs, vaccines, and supplies are needed- mostly being carried in the mobile clinic.

Most mobile stopping points require some person to act as “station-master” to provide some continuity between visits. The ideal would be a trained CHW or even a group of volunteers who undertake specific functions (eg, DOTS supporters, peer educators for youth, farmer's wife).

The following is needed for the mobile unit or nurse and vehicle visiting such health care points (HCPs):

ESSENTIAL EQUIPMENT AND SUPPLIES

ESSENTIAL EQUIPMENT

✓ YES NOW ✓ NO ADD

Antenatal cards

☐ ☐

Child growth cards

☐ ☐

Personal cards

☐ ☐

TB cards

☐ ☐

Referral slips

☐ ☐

Vision testing chart

☐ ☐

Sphygmomanometer

☐ ☐

Stethoscope

☐ ☐

Sputum and blood specimen bottles

☐ ☐

Dispensing counting tray

☐ ☐

DRUGS, VACCINES SUPPLIES

✓ YES NOW ✓ NO ADD

EPI vaccines including TT +

☐ ☐

Sharps disposal

☐ ☐

Emergency tray

☐ ☐

Essential drugs for mobile: drugs for TB, hypertension & cardiac cases diabetes, asthma, epilepsy, skin diseases

☐ ☐

Antibiotics for STD & lower respiratory infection

☐ ☐

ORS

☐ ☐

Ergometrine

☐ ☐

Vitamin A

☐ ☐

Iron/Folate

☐ ☐

Contraceptives and condoms

☐ ☐

ESSENTIAL EQUIPMENT

Health education material

✓ YES
NOW

☐

✓ NO
ADD

☐

Blood sugar test

☐
☐

Haemoglobinometer

☐
☐

Urine test strips

☐
☐

Delivery pack

☐
☐

Gloves

☐
☐

Scale pediatric & adult

☐
☐

Auroscope and batteries

☐
☐

Refrigerator/cold box

☐
☐

DRUGS, VACCINES SUPPLIES

Plasma expender

Dressing and splints

Suction

✓ YES
NOW

☐

✓ NO
ADD

☐
☐
☐
☐
☐

COMMUNITY ACTION MOBILE POINT

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Check work of CHW (EPI, DOTS, nutrition, pregnancy)	<input type="radio"/>	<input type="checkbox"/>
Meeting with village leadership; agenda: births, deaths (especially under 5 and women), illnesses, dates of clinics, environment cleanup, TB, condoms	<input type="radio"/>	<input type="checkbox"/>
A verbal autopsy on deaths under 15 and women should be carried out with relevant respondents	<input type="radio"/>	<input type="checkbox"/>
Establish breast feeding liaison group	<input type="radio"/>	<input type="checkbox"/>

SERVICES BY LIFE STAGE

+ PREGNANT WOMAN	✓ DONE NOW	✓ ACTION NEEDED	
Complete history form and refer primigravida first attenders to health centre or hospital	<input type="radio"/>	<input type="checkbox"/>
Routine examination on all	<input type="radio"/>	<input type="checkbox"/>
Blood for RPR and typing taken and sent to health centre or hospital. Treatment for RPR positives	<input type="radio"/>	<input type="checkbox"/>
Haemoglobin, urine, BP checked	<input type="radio"/>	<input type="checkbox"/>
Tetanus toxoid/iron/folate given	<input type="radio"/>	<input type="checkbox"/>
Health education - diet, rest and signs of complications for early referral, transport plan	<input type="radio"/>	<input type="checkbox"/>

+ DELIVERY

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Preparedness for emergency delivery, transport	<input type="radio"/>	<input type="checkbox"/>
Deliver normal pregnancy if imminent	<input type="radio"/>	<input type="checkbox"/>
Arrange transport if early labour	<input type="radio"/>	<input type="checkbox"/>
Postnatal care	<input type="radio"/>	<input type="checkbox"/>

+ INFANCY

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
EPI schedule; follow until complete	<input type="radio"/>	<input type="checkbox"/>
Growth monitoring, promotion and counselling	<input type="radio"/>	<input type="checkbox"/>
Breast feeding advice, support; timely feeding	<input type="radio"/>	<input type="checkbox"/>
Management less severe sick child - IMCI	<input type="radio"/>	<input type="checkbox"/>
Disability screening	<input type="radio"/>	<input type="checkbox"/>
Nutrition supplements, Vitamin A, iron	<input type="radio"/>	<input type="checkbox"/>
Protein, Energy, Malnutrition (PEM) supplements for malnourished	<input type="radio"/>	<input type="checkbox"/>

+ PRESCHOOL AGE

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Complete EPI	<input type="radio"/>	<input type="checkbox"/>
Growth monitoring and advice	<input type="radio"/>	<input type="checkbox"/>
Education for mother child care, FP	<input type="radio"/>	<input type="checkbox"/>
Treatment sick child (diarrhoea, lower respiratory infection)	<input type="radio"/>	<input type="checkbox"/>
Deworm if endemic area	<input type="radio"/>	<input type="checkbox"/>
Check ears and treat any discharge	<input type="radio"/>	<input type="checkbox"/>
Nutrition supplements, Vitamin A, iron	<input type="radio"/>	<input type="checkbox"/>
Check on supplement for child disability	<input type="radio"/>	<input type="checkbox"/>

+ SCHOOL AGE

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Treatment illness and injury. Referral if more severe	<input type="radio"/>	<input type="checkbox"/>
Check mild disability and refer (eyes, ears, reading)	<input type="radio"/>	<input type="checkbox"/>

+ ADOLESCENT

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Contraceptives and counselling	<input type="radio"/>	<input type="checkbox"/>
Group work with peer educator	<input type="radio"/>	<input type="checkbox"/>
Treatment STD, counselling and control cards	<input type="radio"/>	<input type="checkbox"/>
Treatment minor complaints and refer	<input type="radio"/>	<input type="checkbox"/>

+ ADULT

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Treatment of illness and injury/refer	<input type="radio"/>	<input type="checkbox"/>
STD treatment and counselling and partner slip	<input type="radio"/>	<input type="checkbox"/>
Contraception and condoms, emphasise continuity of use	<input type="radio"/>	<input type="checkbox"/>
AIDS care and counselling	<input type="radio"/>	<input type="checkbox"/>
Collect sputum for TB examination	<input type="radio"/>	<input type="checkbox"/>
DOTS: drugs for full course of treatment for one patient, in box labelled with name/meet supporter	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Screening and continued treatment for hypertension and diabetes	<input type="radio"/>	<input type="checkbox"/>
Early diagnosis and referral for mental illness	<input type="radio"/>	<input type="checkbox"/>
Continued home treatment for mentally ill referred back by hospital	<input type="radio"/>	<input type="checkbox"/>
Health education smoking, diet, safe sex, drugs, alcohol	<input type="radio"/>	<input type="checkbox"/>

+ ELDERLY

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Continued treatment diagnosed chronic disease	<input type="radio"/>	<input type="checkbox"/>
Screening for mental illness and referral	<input type="radio"/>	<input type="checkbox"/>
Health education nutrition	<input type="radio"/>	<input type="checkbox"/>

4 . CLINIC

INTRODUCTION

A PHC clinic has as its objective to steadily improve the health of the communities which it serves in its catchment area, usually with a population about 10,000 people. The definition of health is: “a *state of positive, physical, mental and social well-being and not merely the absence of disease*” and this is to be achieved with involvement of the communities themselves and with the collaboration of other government and civic sectors, non-governmental and private organizations and individuals. The clinic is served by staff of knowledgeable, skilled and highly motivated workers.

Not all the staff are necessarily employed by one administration. Nurses may be paid by local or provincial government and there are often volunteer workers, non-governmental organization workers, private practitioners, social workers and visiting specialists from a variety of organizations. The key is having a co-ordinated joint objective: *the health of the community*, and the ability to work as a team and to do so in a patient-friendly atmosphere.

The clinic does not function in isolation. The communities have numerous resources for health - traditional practitioners, community-based organizations, non-governmental organizations, and perhaps Community Health Workers, DOTS supporters and retired nurses. These can refer patients to the clinic and should receive “reverse referral” information.

The clinic is also able to extend the services offered to the community by arranging, according to existing protocols, the referral of patients to higher levels of expertise, skills, facilities and

equipment such as health centres, and the district hospital with their capacity, in turn, to seek care from specialists at higher levels in secondary and tertiary hospitals. No patient at a clinic who needs hospitalization or more skilled diagnosis and management need therefore be restricted to the clinic's more limited package of essential care.

Integration of services is a feature of a PHC clinic. One example of this is the care given to the population at different stages of the life cycle. An adult woman should be able to obtain advice and contraception, be investigated and treated for STD, continue her treatment for TB, and receive education on safe sex all at the same attendance. If she brings a child with diarrhoea, the clinic should also give a full examination with nutritional assessment, assessment of level dehydration, checking of immunization, be given ORS and the mother taught about its use, continued feeding and prevention of further episodes. From this it is clear that a comprehensive service should be offered with health prevention, specific prevention, diagnosis and treatment and often the start of rehabilitation.

A clinic knows its communities as evidenced from an area map displaying its catchment area where patients reside. Nursing staff should visit homes of those needing help, such as: a woman who delivered at home, twins, a bed ridden case of AIDS, or a TB patient who has defaulted from DOTS. The clinic will have good records and certain registers, such as for chronic diseases. Its routine information collecting will be first analysed for its own use to improve the services. Key services are portrayed on graphs to enable all to visualize progress towards shared goals such as immunization coverage, TB treatment and cure, family planning users and STD follow-up. These features within a clinic can show if it is serving a defined population or if it is merely serving only the sick who are able to visit it. Only if all data collected is analysed together will a complete picture emerge which can lead to better teamwork.

The essential package of PHC services available at a clinic implies the existence of many skills. If basic training did not include all of these (eg, syndromic treatment for STD) and if the main experience of some workers has been in only one field (eg, family planning) then the team will

have to consider ways of upgrading the range of skills of each worker. Each visit of the supervisor should be used to impart new knowledge and skills, based on the needs of the clinic team. Additional in-service training may be organized at the district, although the most effective strategy is sharing and using knowledge between team members on the job.

Every clinic should have a community health committee which functions with participation from clinic staff – this increases community involvement in health matters, an essential feature of PHC.

ESSENTIAL FEATURES

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
A reliable constant availability of essential drugs on PHC list	<input type="radio"/>	<input type="checkbox"/>
All services available daily	<input type="radio"/>	<input type="checkbox"/>
24 hour service on call if staff quarters exist	<input type="radio"/>	<input type="checkbox"/>
Each curative contact to have preventive activities checked	<input type="radio"/>	<input type="checkbox"/>
Each curative contact also to have immunization and weight checked and mothers given education on child care. No immunization opportunities missed	<input type="radio"/>	<input type="checkbox"/>
Appropriate health education at each contact	<input type="radio"/>	<input type="checkbox"/>
Patient/client oriented friendly teamwork	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Community health committee formed	<input type="radio"/>	<input type="checkbox"/>
Committee meets at least once in 3 months	<input type="radio"/>	<input type="checkbox"/>
Map of catchment area	<input type="radio"/>	<input type="checkbox"/>
Graphs for monitoring coverage	<input type="radio"/>	<input type="checkbox"/>
Relevant posters and wall charts in 3 languages (Xhosa, English, Afrikaans)	<input type="radio"/>	<input type="checkbox"/>
Estimate of catchment population	<input type="radio"/>	<input type="checkbox"/>

ESSENTIAL EQUIPMENT

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
EPI refrigerator (functioning)	<input type="radio"/>	<input type="checkbox"/>
If gas refrigerator - 2 gas cylinders	<input type="radio"/>	<input type="checkbox"/>
Refrigerator thermometer	<input type="radio"/>	<input type="checkbox"/>
Ice packs	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Cold box	<input type="radio"/>	<input type="checkbox"/>
Thermometers - oral	<input type="radio"/>	<input type="checkbox"/>
Thermometers - rectal	<input type="radio"/>	<input type="checkbox"/>
Heaters	<input type="radio"/>	<input type="checkbox"/>
Tap measure	<input type="radio"/>	<input type="checkbox"/>
Patella hammer	<input type="radio"/>	<input type="checkbox"/>
Diagnostic set or auroscope	<input type="radio"/>	<input type="checkbox"/>
Oxygen gauge and cylinder	<input type="radio"/>	<input type="checkbox"/>
Dripstand	<input type="radio"/>	<input type="checkbox"/>
Nebulizer mask - paediatric	<input type="radio"/>	<input type="checkbox"/>
Torch	<input type="radio"/>	<input type="checkbox"/>
Suturing material and instruments	<input type="radio"/>	<input type="checkbox"/>
Sterilizer	<input type="radio"/>	<input type="checkbox"/>
Delivery set	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Neonatal resuscitation trolley	<input type="radio"/>	<input type="checkbox"/>
Stretcher	<input type="radio"/>	<input type="checkbox"/>
Emergency tray for acute reactions	<input type="radio"/>	<input type="checkbox"/>
Adult scale	<input type="radio"/>	<input type="checkbox"/>
Weighing scale child	<input type="radio"/>	<input type="checkbox"/>
Haemoglobinometer	<input type="radio"/>	<input type="checkbox"/>
Sphygmomanometer and stethoscope	<input type="radio"/>	<input type="checkbox"/>
Child growth cards properly filled and used as a health education tool	<input type="radio"/>	<input type="checkbox"/>
Antenatal cards	<input type="radio"/>	<input type="checkbox"/>
Sterilizer	<input type="radio"/>	<input type="checkbox"/>
Sharps disposal	<input type="radio"/>	<input type="checkbox"/>
Chronic disease register	<input type="radio"/>	<input type="checkbox"/>
TB cards and register	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
TB sputum bottles and laboratory result with rapid response	<input type="radio"/>	<input type="checkbox"/>
Referral slips	<input type="radio"/>	<input type="checkbox"/>
Vision testing (Snellens Chart)	<input type="radio"/>	<input type="checkbox"/>
Hearing screening equipment	<input type="radio"/>	<input type="checkbox"/>
Tuning fork, 128 cps and rattle	<input type="radio"/>	<input type="checkbox"/>
Test strips urine	<input type="radio"/>	<input type="checkbox"/>
Test for blood sugar	<input type="radio"/>	<input type="checkbox"/>
Specula	<input type="radio"/>	<input type="checkbox"/>
Lamp	<input type="radio"/>	<input type="checkbox"/>
Suction	<input type="radio"/>	<input type="checkbox"/>
Airways	<input type="radio"/>	<input type="checkbox"/>
Electricity	<input type="radio"/>	<input type="checkbox"/>
Good security	<input type="radio"/>	<input type="checkbox"/>

STAFF

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Senior professional nurse	<input type="radio"/>	<input type="checkbox"/>
Professional nurse	<input type="radio"/>	<input type="checkbox"/>
Advanced level midwife	<input type="radio"/>	<input type="checkbox"/>
Staff nurse	<input type="radio"/>	<input type="checkbox"/>
Assistant nurse	<input type="radio"/>	<input type="checkbox"/>

SERVICES ALL AGES

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Treatment of illness and injury	<input type="radio"/>	<input type="checkbox"/>
Referral for more serious illness, for diagnosis, for special care, for high risk or complications	<input type="radio"/>	<input type="checkbox"/>
Follow-up and continued care for chronic illness, disability, mental illness	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Health education on relevant promotive, preventive and community-home actions	<input type="radio"/>	<input type="checkbox"/>
Identify environmental problem and refer to Environmental Health Officer for investigation	<input type="radio"/>	<input type="checkbox"/>
Record/report births, deaths by cause	<input type="radio"/>	<input type="checkbox"/>

SERVICES BY LIFE STAGES

+ PREGNANT WOMAN	✓ AVAILABLE NOW	✓ ACTION NEEDED	FUTURE NOTES
3-5 visits for all pregnancies	<input type="radio"/>	<input type="checkbox"/>
Primigravida referred to health centre or hospital for first visit (if no advanced level professional midwife in clinic)	<input type="radio"/>	<input type="checkbox"/>
Routine antenatal activities and observations	<input type="radio"/>	<input type="checkbox"/>
Iron and folate supplements	<input type="radio"/>	<input type="checkbox"/>
Tetanus toxoid x 3	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Screening for high risk and referral to health centre or hospital booking for those with warning symptoms or signs	<input type="radio"/>	<input type="checkbox"/>
Booking in clinic for normal delivery with transport plan if complications arise	<input type="radio"/>	<input type="checkbox"/>
Hb and urine tests	<input type="radio"/>	<input type="checkbox"/>
Blood for RPR and blood group and Rh	<input type="radio"/>	<input type="checkbox"/>
Counselling and treatment if RPR positive (and for husband if necessary)	<input type="radio"/>	<input type="checkbox"/>
Treatment of STD syndromes	<input type="radio"/>	<input type="checkbox"/>
Health education (child care, immunization, breast feeding, contraceptives, nutrition)	<input type="radio"/>	<input type="checkbox"/>
Mental health assessment and referral if indicated	<input type="radio"/>	<input type="checkbox"/>
Education on need for post-natal examination and on family planning	<input type="radio"/>	<input type="checkbox"/>
Screening and referral for genetic high risk	<input type="radio"/>	<input type="checkbox"/>

+ DELIVERY

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Routine normal delivery if no high risk factors	<input type="radio"/>	<input type="checkbox"/>
Emergency care and transport arrangement	<input type="radio"/>	<input type="checkbox"/>
Ensure breast feeding in first hour, support for exclusive breast feeding to 4 months	<input type="radio"/>	<input type="checkbox"/>
Neonatal and postnatal care	<input type="radio"/>	<input type="checkbox"/>
BCG & Polio vaccines to newborn	<input type="radio"/>	<input type="checkbox"/>
Mental health assessment (any depression or poor sleep)	<input type="radio"/>	<input type="checkbox"/>
Registration of birth advice	<input type="radio"/>	<input type="checkbox"/>
Post delivery check signs of infection (temperature and lochia)	<input type="radio"/>	<input type="checkbox"/>

+ INFANTS (UNDER 1)

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
First week check eyes and umbilicus and refer infection	<input type="radio"/>	<input type="checkbox"/>
Educate mothers to bring infant quickly if fast breathing and stops breast feeding	<input type="radio"/>	<input type="checkbox"/>
Immunization primary schedule to be complete by end first year (BCG, DPT3, Polio3, HBV3, Hib3, measles)	<input type="radio"/>	<input type="checkbox"/>
Nutrition and breast feeding advice (link feeding advice with EPI: breast feeding advice with each DPT and after third introduce food, by 9 months, measles and to be on full diet in addition to breast feeding)	<input type="radio"/>	<input type="checkbox"/>
Growth monitoring and promotion and counselling	<input type="radio"/>	<input type="checkbox"/>
PEM scheme supplements for malnourished infant	<input type="radio"/>	<input type="checkbox"/>
Supplements Vitamin A and iron	<input type="radio"/>	<input type="checkbox"/>
Screening for disability with maternal training in care and rehabilitation	<input type="radio"/>	<input type="checkbox"/>
Screen for development milestones and advise	<input type="radio"/>	<input type="checkbox"/>
Sick child integrated management (refer according to protocol)	<input type="radio"/>	<input type="checkbox"/>

+ PRESCHOOL (1-5) AGE

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Growth monitoring and promotion and counselling	<input type="radio"/>	<input type="checkbox"/>
PEM scheme supplement for malnourished child	<input type="radio"/>	<input type="checkbox"/>
Completion EPI schedule	<input type="radio"/>	<input type="checkbox"/>
Treatment illness (diarrhoea, ARI, IMCI)	<input type="radio"/>	<input type="checkbox"/>
Detection of disabilities and referral	<input type="radio"/>	<input type="checkbox"/>
Treatment of worms	<input type="radio"/>	<input type="checkbox"/>
Rehabilitation and assistance and training of mothers with disabled child	<input type="radio"/>	<input type="checkbox"/>

+ SCHOOL (6-12) AGE

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Treatment illness and injury; referral serious conditions	<input type="radio"/>	<input type="checkbox"/>
Rape/abuse management and referral	<input type="radio"/>	<input type="checkbox"/>
Early detection epilepsy and referral continued, treatment and education of epileptics	<input type="radio"/>	<input type="checkbox"/>
Health education - oral hygiene, reproduction, nutrition	<input type="radio"/>	<input type="checkbox"/>
Visits to school to work with teachers and referral for visual and learning problems	<input type="radio"/>	<input type="checkbox"/>
Disability rehabilitation and repair of aids if needed	<input type="radio"/>	<input type="checkbox"/>

+ ADOLESCENT (13-18)

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
STD treatment and counselling	<input type="radio"/>	<input type="checkbox"/>
Contraceptives and counselling	<input type="radio"/>	<input type="checkbox"/>
Rape/abuse management and referral	<input type="radio"/>	<input type="checkbox"/>
Confidential diagnosis and care HIV	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Health promotion/education (smoking, diet, alcohol, drugs, safe sex, life skills)	<input type="radio"/>	<input type="checkbox"/>
Mental health early detection and referral	<input type="radio"/>	<input type="checkbox"/>
Continued treatment epilepsy and education	<input type="radio"/>	<input type="checkbox"/>
Counselling and referral for termination of pregnancy up to 12 weeks (if advanced midwife present)	<input type="radio"/>	<input type="checkbox"/>

+ ADULTS

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Health education (smoking, alcohol, drugs, safe sex, environment, nutrition, exercise)	<input type="radio"/>	<input type="checkbox"/>
TB diagnosis, DOTS with aggressive follow-up	<input type="radio"/>	<input type="checkbox"/>
Counselling and referral for termination of pregnancy	<input type="radio"/>	<input type="checkbox"/>
Contraception	<input type="radio"/>	<input type="checkbox"/>
STD treatment and counselling contact slips	<input type="radio"/>	<input type="checkbox"/>
Mental illness - identification and referral	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Referral dog bites/animal bites	<input type="radio"/>	<input type="checkbox"/>
AIDS care and counselling	<input type="radio"/>	<input type="checkbox"/>
Emergency treatment of acute mental illness (sedation before referral, management of acute anxiety, alcohol withdrawal)	<input type="radio"/>	<input type="checkbox"/>
Mental illness; continued treatment and home visit if needed; counselling of family of mentally ill	<input type="radio"/>	<input type="checkbox"/>
Screening for hypertension and diabetes	<input type="radio"/>	<input type="checkbox"/>
Continue treatment of chronic disease (hypertension, epilepsy, diabetes)	<input type="radio"/>	<input type="checkbox"/>
Early detection of cancer: breast, skin, PAP smear for cervical cancer	<input type="radio"/>	<input type="checkbox"/>
Referral of social problems to social worker	<input type="radio"/>	<input type="checkbox"/>
Rehabilitation continued/provision aids	<input type="radio"/>	<input type="checkbox"/>

+ ELDERLY

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Screening for hypertension and diabetes	<input type="radio"/>	<input type="checkbox"/>
Continued treatment of chronic disease after back referral From health centre/hospital	<input type="radio"/>	<input type="checkbox"/>
Early suspicion cancer (cervix, oesophagus, breast, prostate and referral)	<input type="radio"/>	<input type="checkbox"/>
Treatment illness and injury	<input type="radio"/>	<input type="checkbox"/>
TB detection and DOTS	<input type="radio"/>	<input type="checkbox"/>
Health education - diet	<input type="radio"/>	<input type="checkbox"/>
Mental illness detection and referral and treatment continued	<input type="radio"/>	<input type="checkbox"/>

5 . COMMUNITY HEALTH CENTRE AND "DAY HOSPITAL"

INTRODUCTION

The Community Health Centre is similar to the "Day Hospital" in that it has a greater level of more skilled staff, including doctors, dentists, specialized professional nurses and other disciplines such as social workers, physiotherapists, and medical technologists. Day Hospitals often function in relation to a hospital and might share their staff. They often function largely as a peripheral referral outpatient department. Community Health Centres, on the other hand, are usually responsible for a very large catchment area such as a subdistrict. They typically have a community outreach and supervise a number of clinics in their area. Being responsible for referrals from a large population, they also have more diagnostic and treatment facilities and the necessary staff eg, laboratory, X-ray, minor theatre, maternity wards, and holding beds for acutely ill. Out of necessity they will have good communication - vehicles and telephones.

A Community Health Centre should live up to its name and be a centre for generating health - it will do this through work with an effective community committee and relationships with non-governmental organizations and community-based organizations. If it has adequate meeting space it should host community meetings related to health and cultural affairs. Environmental Health Officers and other workers in nutrition, rehabilitation, social services are a vital part of Community Health Centre staff assuring links to the community.

STAFF

	✓ DONE NOW	✓ ADD NOW	2 TO 5 YRS TIME
24 hour service and casualty service	<input type="radio"/>	<input type="checkbox"/>
Psychiatric nurse maintaining psychiatric register	<input type="radio"/>	<input type="checkbox"/>
Dentist	<input type="radio"/>	<input type="checkbox"/>
Dental therapist and oral hygienist	<input type="radio"/>	<input type="checkbox"/>
Professional nurses	<input type="radio"/>	<input type="checkbox"/>
Professional higher level midwives	<input type="radio"/>	<input type="checkbox"/>
Environmental Health Officer	<input type="radio"/>	<input type="checkbox"/>
Medical officer	<input type="radio"/>	<input type="checkbox"/>
Radiographer	<input type="radio"/>	<input type="checkbox"/>
Laboratory technologist	<input type="radio"/>	<input type="checkbox"/>
Laboratory technician	<input type="radio"/>	<input type="checkbox"/>
Physiotherapist	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ADD NOW	2 TO 5 YRS TIME
Trained ambulance driver	<input type="radio"/>	<input type="checkbox"/>
Pharmacist/Pharmacy assistant	<input type="radio"/>	<input type="checkbox"/>
School nurse	<input type="radio"/>	<input type="checkbox"/>
Genetics trained nurse	<input type="radio"/>	<input type="checkbox"/>
Social worker	<input type="radio"/>	<input type="checkbox"/>
Community liaison nutritionist	<input type="radio"/>	<input type="checkbox"/>
Specialized auxiliary service officer	<input type="radio"/>	<input type="checkbox"/>

VISITING SPECIALISTS

Ophthalmologist/Optician	<input type="radio"/>	<input type="checkbox"/>
Psychiatrist	<input type="radio"/>	<input type="checkbox"/>
Physician	<input type="radio"/>	<input type="checkbox"/>
Pediatrician	<input type="radio"/>	<input type="checkbox"/>
Laboratory technologist	<input type="radio"/>	<input type="checkbox"/>
Orthopaedic surgeon	<input type="radio"/>	<input type="checkbox"/>

FACILITY AND EQUIPMENT

	✓ DONE NOW	✓ ADD NOW	2 TO 5 YRS TIME
Water available in building	<input type="radio"/>	<input type="checkbox"/>
Electricity	<input type="radio"/>	<input type="checkbox"/>
Telephone	<input type="radio"/>	<input type="checkbox"/>
Radio communication	<input type="radio"/>	<input type="checkbox"/>
X-Ray	<input type="radio"/>	<input type="checkbox"/>
Laboratory	<input type="radio"/>	<input type="checkbox"/>
Staff transport vehicle	<input type="radio"/>	<input type="checkbox"/>
Equipped emergency vehicle	<input type="radio"/>	<input type="checkbox"/>
Theatres (minor surgery and termination of pregnancy)	<input type="radio"/>	<input type="checkbox"/>
Dental unit and equipment	<input type="radio"/>	<input type="checkbox"/>
Maternity wing	<input type="radio"/>	<input type="checkbox"/>
General holding beds and cots	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ADD NOW	2 TO 5 YRS TIME
Supplies: essential drug list for doctors & visiting specialists	<input type="radio"/>	<input type="checkbox"/>
Autoclave	<input type="radio"/>	<input type="checkbox"/>
Locked storeroom	<input type="radio"/>	<input type="checkbox"/>
Dispensing tray	<input type="radio"/>	<input type="checkbox"/>
Incinerator	<input type="radio"/>	<input type="checkbox"/>

SERVICES BY LIFE STAGES

+ PREGNANT WOMAN	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Antenatal care for referred cases	<input type="radio"/>	<input type="checkbox"/>
HIV counselling and testing when requested	<input type="radio"/>	<input type="checkbox"/>
Health education (child care, EPI, breast feeding, contraception)	<input type="radio"/>	<input type="checkbox"/>
Tetanus toxoid if not given at clinic	<input type="radio"/>	<input type="checkbox"/>
Termination of pregnancy up to 12-16 weeks	<input type="radio"/>	<input type="checkbox"/>
Teenage pregnancy counselling and support	<input type="radio"/>	<input type="checkbox"/>
Early diagnosis of ectopics with referral to hospital	<input type="radio"/>	<input type="checkbox"/>
Screen and care for mental illness	<input type="radio"/>	<input type="checkbox"/>

+ DELIVERY

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Management of hypertensive disease of pregnancy	<input type="radio"/>	<input type="checkbox"/>
Normal delivery	<input type="radio"/>	<input type="checkbox"/>
Forceps/vacuum extraction	<input type="radio"/>	<input type="checkbox"/>
Manual removal placenta	<input type="radio"/>	<input type="checkbox"/>
Blood transfusion or plasma expanders if required	<input type="radio"/>	<input type="checkbox"/>
Breech delivery	<input type="radio"/>	<input type="checkbox"/>
Post partum depression	<input type="radio"/>	<input type="checkbox"/>
Accompanied ambulance referral to hospital for emergency	<input type="radio"/>	<input type="checkbox"/>
BCG & Polio to newborn	<input type="radio"/>	<input type="checkbox"/>
Management of post partum infections referred in by clinics after home delivery	<input type="radio"/>	<input type="checkbox"/>

+ INFANCY

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Perinatal care and resuscitation	<input type="radio"/>	<input type="checkbox"/>
Treatment of eye and umbilical infections referred from clinics	<input type="radio"/>	<input type="checkbox"/>
Check for disability - squint hearing, orthopaedic (club foot) cleft palate - hare lip	<input type="radio"/>	<input type="checkbox"/>
Treatment of severe LRI and severe diarrhoea	<input type="radio"/>	<input type="checkbox"/>
Diagnosis and treatment of infant illness and referral when necessary (including Meningitis)	<input type="radio"/>	<input type="checkbox"/>
TB - referral for diagnosis	<input type="radio"/>	<input type="checkbox"/>
DOTS treatment of diagnosed TB	<input type="radio"/>	<input type="checkbox"/>
HIV/AIDS diagnosis and care	<input type="radio"/>	<input type="checkbox"/>
EPI especially for missed opportunities	<input type="radio"/>	<input type="checkbox"/>
Promotion exclusive 4-6 month breast feeding	<input type="radio"/>	<input type="checkbox"/>
Growth monitoring, promotion and counselling	<input type="radio"/>	<input type="checkbox"/>
Vitamin A and Iron	<input type="radio"/>	<input type="checkbox"/>
Assessment and care of disabilities	<input type="radio"/>	<input type="checkbox"/>

+ PRESCHOOL AGE

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Treatment of severe lower respiratory infection and diarrhoea dehydration	<input type="radio"/>	<input type="checkbox"/>
TB DOTS/prophylaxis of TB contacts	<input type="radio"/>	<input type="checkbox"/>
HIV/AIDS diagnosis and care	<input type="radio"/>	<input type="checkbox"/>
Paediatric consulting	<input type="radio"/>	<input type="checkbox"/>
Management paraffin and other poisoning	<input type="radio"/>	<input type="checkbox"/>
Assessment and care of disabilities	<input type="radio"/>	<input type="checkbox"/>

+ SCHOOL AGE

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
TB diagnosis, DOTS, prophylaxis contacts	<input type="radio"/>	<input type="checkbox"/>
Diagnosis – Rheumatic fever; continue prophylaxis	<input type="radio"/>	<input type="checkbox"/>
Treatment less severe fracture and injury	<input type="radio"/>	<input type="checkbox"/>
Arrangements for specialist consultation	<input type="radio"/>	<input type="checkbox"/>
Sexual abuse investigation and counselling	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Diagnosis and management schistosomiasis	<input type="radio"/>	<input type="checkbox"/>
Dental check and simple filling and cleaning	<input type="radio"/>	<input type="checkbox"/>
Dental pain relief and infection control	<input type="radio"/>	<input type="checkbox"/>

+ ADOLESCENT

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Contraceptives and counselling	<input type="radio"/>	<input type="checkbox"/>
Pelvic infection investigation and management	<input type="radio"/>	<input type="checkbox"/>
Incomplete abortion management	<input type="radio"/>	<input type="checkbox"/>
Termination of pregnancy	<input type="radio"/>	<input type="checkbox"/>
HIV counselling and testing	<input type="radio"/>	<input type="checkbox"/>
Infected circumcision management	<input type="radio"/>	<input type="checkbox"/>
Counselling on drugs/alcohol	<input type="radio"/>	<input type="checkbox"/>
Treatment sport and other injury	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Diagnosis and management – schistosomiasis	<input type="radio"/>	<input type="checkbox"/>
Epilepsy treatment	<input type="radio"/>	<input type="checkbox"/>
Initiate youth mental health programme	<input type="radio"/>	<input type="checkbox"/>
Crisis intervention for mental disturbance	<input type="radio"/>	<input type="checkbox"/>
STD treatment (syndromic)	<input type="radio"/>	<input type="checkbox"/>
Rape case management	<input type="radio"/>	<input type="checkbox"/>
Management and referral of acute psychiatric emergencies (suicide)	<input type="radio"/>	<input type="checkbox"/>

+ ADULT

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Snake bite treatment	<input type="radio"/>	<input type="checkbox"/>
Rabies immunization after dog/animal bites	<input type="radio"/>	<input type="checkbox"/>
Injuries and simple fracture management	<input type="radio"/>	<input type="checkbox"/>
TB diagnosis (sputum + and sputum -), DOTS	<input type="radio"/>	<input type="checkbox"/>
STD treatment (syndromic)	<input type="radio"/>	<input type="checkbox"/>
HIV counselling and testing	<input type="radio"/>	<input type="checkbox"/>
Emergency care trauma, acute illness	<input type="radio"/>	<input type="checkbox"/>
Drowning/poisoning management	<input type="radio"/>	<input type="checkbox"/>
Chronic disease diagnosis and management:	<input type="radio"/>	<input type="checkbox"/>
Hypertension	<input type="radio"/>	<input type="checkbox"/>
Diabetes	<input type="radio"/>	<input type="checkbox"/>
Arthritis	<input type="radio"/>	<input type="checkbox"/>
Asthma/Bronchitis/Emphysema	<input type="radio"/>	<input type="checkbox"/>
Cardiac failure	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Mental illness diagnosis and early management of emergency	<input type="radio"/>	<input type="checkbox"/>
Mental illness continued treatment	<input type="radio"/>	<input type="checkbox"/>
Family counselling for domestic violence	<input type="radio"/>	<input type="checkbox"/>
Rehabilitation: continued physiotherapy and orthoptist	<input type="radio"/>	<input type="checkbox"/>
PAP smear and referral	<input type="radio"/>	<input type="checkbox"/>
Management of climacteric and menopausal symptoms	<input type="radio"/>	<input type="checkbox"/>
Periodic review of occupational health problems by Environmental Health Officer	<input type="radio"/>	<input type="checkbox"/>

+ ELDERLY

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
TB DOTS/contract tracing and prophylaxis	<input type="radio"/>	<input type="checkbox"/>
Treatment of chronic diseases	<input type="radio"/>	<input type="checkbox"/>
Referral failing vision/cataract, glaucoma	<input type="radio"/>	<input type="checkbox"/>
Tentative diagnosis cancer:	<input type="radio"/>	<input type="checkbox"/>
Breast	<input type="radio"/>	<input type="checkbox"/>
Oesophagus	<input type="radio"/>	<input type="checkbox"/>
Prostate	<input type="radio"/>	<input type="checkbox"/>
Liver	<input type="radio"/>	<input type="checkbox"/>
Cervix	<input type="radio"/>	<input type="checkbox"/>
Diagnosis or referral of mental health problems	<input type="radio"/>	<input type="checkbox"/>
Social worker reviews problems	<input type="radio"/>	<input type="checkbox"/>

6 . SUB DISTRICT AND DISTRICT COMMUNITY HOSPITAL SERVICES

INTRODUCTION

The District Community Hospital is situated in town where the District Health Management Team is also located. The staff is larger and there are more specialized skills to deal with patients referred from all the health centres and clinics and those brought in by the emergency services. The equipment and drugs allow for more specialized diagnoses and management including that done in wards and theatres.

The outpatient department is for cases referred to doctors and specialists and there is a 24 hour casualty service for emergencies and trauma. The outpatient department is not intended as a first point of health care, but rather functions efficiently only if used for referral services. The District Hospital, if meticulous about back referral letters to clinic staff who refer cases, should be the focus for much ongoing continuous education in the district. Also, if clinic staff are rotated periodically through chosen departments, this will ensure continuing improvement of clinic skills and diagnostic acumen in the periphery. Thus, the District Hospital serves a vital role improving quality of care throughout the entire district and helps to develop the capacity of all district staff, not only those posted in the hospital.

From the hospital, several community-based activities can be promoted: support groups for the mentally disabled, community-based rehabilitation, psycho-social rehabilitation for substance abuse. An Environmental Health Officer could check the hospital environment. Environmental Health Officers will also participate in outbreak investigations, eg, typhoid, dysentery.

FULL TIME STAFF

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
General duty doctors	<input type="radio"/>	<input type="checkbox"/>
Visiting general practitioners	<input type="radio"/>	<input type="checkbox"/>
Pharmacist	<input type="radio"/>	<input type="checkbox"/>
Dentist	<input type="radio"/>	<input type="checkbox"/>
Dental therapist	<input type="radio"/>	<input type="checkbox"/>
Dental hygienist	<input type="radio"/>	<input type="checkbox"/>
Specialist physician	<input type="radio"/>	<input type="checkbox"/>
Specialist paediatrician	<input type="radio"/>	<input type="checkbox"/>
Specialist surgeon	<input type="radio"/>	<input type="checkbox"/>
Professional mental health nurse	<input type="radio"/>	<input type="checkbox"/>
Psychologist	<input type="radio"/>	<input type="checkbox"/>
Professional higher level midwives	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Professional infection control nurse	<input type="radio"/>	<input type="checkbox"/>
Professional theatre nurses	<input type="radio"/>	<input type="checkbox"/>
Professional nurse training	<input type="radio"/>	<input type="checkbox"/>
Professional nurse management and administration	<input type="radio"/>	<input type="checkbox"/>
Professional nurse paediatric and perinatal care	<input type="radio"/>	<input type="checkbox"/>
Optometrist	<input type="radio"/>	<input type="checkbox"/>
Audiology technician	<input type="radio"/>	<input type="checkbox"/>
Physiotherapists	<input type="radio"/>	<input type="checkbox"/>
Occupational therapist	<input type="radio"/>	<input type="checkbox"/>
Social worker	<input type="radio"/>	<input type="checkbox"/>
Radiographer	<input type="radio"/>	<input type="checkbox"/>
Laboratory technologist	<input type="radio"/>	<input type="checkbox"/>
Trained emergency service drivers	<input type="radio"/>	<input type="checkbox"/>

+ VISITING SPECIALISTS AND OTHER CATEGORIES

Indicate frequency

✓ DONE
NOW

✓ ACTION
NEEDED

FUTURE NOTES

Obstetrician/gynaecologist

☐
☐

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Psychiatrist (resident or visiting)

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☐

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Orthopaedic surgeon

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Ophthalmologist

☐
☐

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Ear/Nose/Throat specialist

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☐

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Anaesthetist

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☐

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Social Worker

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Nutritionist

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Environmental Health Officer

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☐

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HOSPITAL FACILITIES

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
24 hour casualty service	<input type="radio"/>	<input type="checkbox"/>
Maternity ward	<input type="radio"/>	<input type="checkbox"/>
Delivery labour room	<input type="radio"/>	<input type="checkbox"/>
General theatres	<input type="radio"/>	<input type="checkbox"/>
Laboratory facilities	<input type="radio"/>	<input type="checkbox"/>
X-Ray	<input type="radio"/>	<input type="checkbox"/>
Equipped ambulance with communication links (24 hr)	<input type="radio"/>	<input type="checkbox"/>
Children's ward	<input type="radio"/>	<input type="checkbox"/>
Acute mental illness ward for 10 men and 10 women, separate from other wards and secure	<input type="radio"/>	<input type="checkbox"/>
Surgical wards	<input type="radio"/>	<input type="checkbox"/>
Medical general wards	<input type="radio"/>	<input type="checkbox"/>
TB beds if designated as such	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Mental beds if designated as such	<input type="radio"/>	<input type="checkbox"/>
Chronic wards	<input type="radio"/>	<input type="checkbox"/>
Mortuary	<input type="radio"/>	<input type="checkbox"/>
Blood bank	<input type="radio"/>	<input type="checkbox"/>
Outpatient department	<input type="radio"/>	<input type="checkbox"/>
Essential Drugs List for hospitals	<input type="radio"/>	<input type="checkbox"/>

SERVICES BY LIFE STAGES

+ PREGNANT WOMAN

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Care for booked high risk cases; heart, hepatitis, bad obstetric history	<input type="radio"/>	<input type="checkbox"/>
Health education for special cases (teenage pregnancy, twins, premature labour, HIV positives)	<input type="radio"/>	<input type="checkbox"/>
Incomplete/septic abortions	<input type="radio"/>	<input type="checkbox"/>
Antenatal care for referred cases with problems	<input type="radio"/>	<input type="checkbox"/>
Tetanus toxoid to be completed (3)	<input type="radio"/>	<input type="checkbox"/>
HIV testing when requested	<input type="radio"/>	<input type="checkbox"/>
Counselling for HIV positives	<input type="radio"/>	<input type="checkbox"/>
Care of hypertensive disease of pregnancy	<input type="radio"/>	<input type="checkbox"/>
Termination of pregnancy	<input type="radio"/>	<input type="checkbox"/>
Teenage pregnancy	<input type="radio"/>	<input type="checkbox"/>

+ DELIVERY

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Delivery of high risk pregnancies/complicated	<input type="radio"/>	<input type="checkbox"/>
Caesarean section	<input type="radio"/>	<input type="checkbox"/>
Management of: ruptured uterus, ruptured ectopic pregnancy, abruptio placenta, placenta praevia, intrauterine death, various mal-presentations, retained placenta	<input type="radio"/>	<input type="checkbox"/>
Blood transfusion where indicated	<input type="radio"/>	<input type="checkbox"/>
Management of hypertension disease of pregnancy	<input type="radio"/>	<input type="checkbox"/>
Management of post partum depression	<input type="radio"/>	<input type="checkbox"/>
BCG and Polio to newborn	<input type="radio"/>	<input type="checkbox"/>
Accompanied transport to secondary or tertiary hospital	<input type="radio"/>	<input type="checkbox"/>
Neonatal care/resuscitation	<input type="radio"/>	<input type="checkbox"/>

+ INFANCY

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Incubator care for extremely low birth weight	<input type="radio"/>	<input type="checkbox"/>
Care of neonates with infections	<input type="radio"/>	<input type="checkbox"/>
Care of congenital anomalies/genetic counselling	<input type="radio"/>	<input type="checkbox"/>
Referred case of lower respiratory infection, diarrhoea with dehydration, severe malnutrition	<input type="radio"/>	<input type="checkbox"/>
Meningitis, hepatitis	<input type="radio"/>	<input type="checkbox"/>
HIV positive infants - nutrition and illness care	<input type="radio"/>	<input type="checkbox"/>
Paediatric diagnostic problems	<input type="radio"/>	<input type="checkbox"/>
Completion of EPI as needed	<input type="radio"/>	<input type="checkbox"/>
Arrangements for referral of problem cases to secondary or tertiary hospital	<input type="radio"/>	<input type="checkbox"/>
Support to family on management of mentally ill or disabled child	<input type="radio"/>	<input type="checkbox"/>
Assessment of infant disability for rehabilitation	<input type="radio"/>	<input type="checkbox"/>

+ PRESCHOOL AGE

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Treatment severe lower respiratory infection, severe malnutrition, diarrhoea (+ or HIV)	<input type="radio"/>	<input type="checkbox"/>
TB diagnosis and arrangement for DOTS	<input type="radio"/>	<input type="checkbox"/>
Paediatric diagnostic problems and higher referral	<input type="radio"/>	<input type="checkbox"/>
Poisoning and trauma	<input type="radio"/>	<input type="checkbox"/>
EPI as needed	<input type="radio"/>	<input type="checkbox"/>
Assessment of disability and referral to rehabilitation	<input type="radio"/>	<input type="checkbox"/>

+ SCHOOL AGE

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Tuberculosis sputum negative or for culture	<input type="radio"/>	<input type="checkbox"/>
Treatment injuries and fractures	<input type="radio"/>	<input type="checkbox"/>
Sexual abuse and infections	<input type="radio"/>	<input type="checkbox"/>
Assessment and referral to rehabilitation	<input type="radio"/>	<input type="checkbox"/>

+ ADOLESCENT

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
TB sputum negative for investigation	<input type="radio"/>	<input type="checkbox"/>
HIV+ illness for investigation	<input type="radio"/>	<input type="checkbox"/>
Termination of pregnancy: incomplete treatment and counselling	<input type="radio"/>	<input type="checkbox"/>
Mismanaged circumcision treatment and referral	<input type="radio"/>	<input type="checkbox"/>
Diabetes	<input type="radio"/>	<input type="checkbox"/>
Sports injuries	<input type="radio"/>	<input type="checkbox"/>
Mental illness	<input type="radio"/>	<input type="checkbox"/>
Rehabilitation	<input type="radio"/>	<input type="checkbox"/>

+ ADULT

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Pyrexia unknown origin for diagnosis	<input type="radio"/>	<input type="checkbox"/>
Cancer for diagnosis	<input type="radio"/>	<input type="checkbox"/>
Hypertension for initial investigation and treatment	<input type="radio"/>	<input type="checkbox"/>

	✓ DONE NOW	✓ ACTION NEEDED	FUTURE NOTES
Diabetes for initial investigation and treatment	<input type="radio"/>	<input type="checkbox"/>
Injuries and fractures	<input type="radio"/>	<input type="checkbox"/>
Severe asthma	<input type="radio"/>	<input type="checkbox"/>
HIV+ pneumonia for diagnosis	<input type="radio"/>	<input type="checkbox"/>
Mental illness and acute alcoholism or drugs	<input type="radio"/>	<input type="checkbox"/>
Pelvic inflammatory disease (severe)	<input type="radio"/>	<input type="checkbox"/>
Gynaecological investigation for referral	<input type="radio"/>	<input type="checkbox"/>
TB: severely ill or relapse for culture	<input type="radio"/>	<input type="checkbox"/>
Management acute referred mental health patients	<input type="radio"/>	<input type="checkbox"/>
Referral unmanageable and forensic mental cases	<input type="radio"/>	<input type="checkbox"/>
Management and rehabilitation persons with substance abuse	<input type="radio"/>	<input type="checkbox"/>
Day care for mental health cases	<input type="radio"/>	<input type="checkbox"/>
Repair of rehabilitation aids	<input type="radio"/>	<input type="checkbox"/>

+ ELDERLY

TB relapse

Cardiac failure

Severe hypertension

Pneumonia

Stroke and rehabilitation

✓ DONE
NOW

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✓ ACTION
NEEDED

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FUTURE NOTES

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